



**BID NO.: 6829-0/19**

**OPENING: 2:00 P.M.  
Wednesday  
July 17, 2013**

**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:  
Document Shredding Services**

**FOR INFORMATION CONTACT:  
LENNY SANDOVAL, 305-375-3065 SSANDOV@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS:**

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**



**MIAMI-DADE COUNTY, FLORIDA**

**INVITATION TO BID**

**Bid Number: 6829-0/19**

**Bid Title: DOCUMENT SHREDDING SERVICES**

**Procurement Officer: LENNY SANDOVAL**

**Bids will be accepted until 2:00 p.m. on July 17, 2013**

**Bids will be publicly opened.** The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

**Instructions:** The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

**All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.**

**NOTICE TO ALL BIDDERS:**

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

**MIAMI-DADE COUNTY  
INTERNAL SERVICES DEPARTMENT  
PROCUREMENT MANAGEMENT DIVISION**

**SECTION 1**  
**GENERAL TERMS AND CONDITIONS**

**DOCUMENT SHREDDING SERVICES**

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All general terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-3.pdf>

**SECTION 2**  
**SPECIAL CONDITIONS**

**DOCUMENT SHREDDING SERVICES**

**2.1 PURPOSE**

The purpose of this solicitation is to establish a contract to purchase document shredding services for various County facilities.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of a sixty (60) month term.

**2.3 METHOD OF AWARD**

Award of this contract will be made to the two (2) lowest priced responsive, responsible bidders, when all solicited items are added in the aggregate, for the collection, shredding, and removal of documents at various county facilities, who meet the minimum qualifications set forth below. If a bidder fails to submit an offer for all items, its overall offer will be deemed non-responsive.

Minimum Qualifications:

- A. Bidder must be able to shred a minimum volume of 200 boxes per day. A box is estimated to contain one cubic foot of records. The bidder shall submit, as proof thereof, an inventory that includes the make, model and shredding capacity of their equipment.
- B. Bidder shall maintain a fully equipped office with phone, facsimile, and provide an e-mail address of staff accessible Monday thru Friday, during working hours from 8:00 AM to 5:00 PM, to respond to the County's requests.
- C. Bidder shall provide the following information from at least three (3) references of commercial accounts or governmental agencies to which the bidder has successfully performed the same services indicated in section 3.1 for a minimum of one (1) year within the previous two (2) years:
  - 1. Company Name
  - 2. Address
  - 3. Date and description of service performed.
  - 4. Customer contact person, title and phone number for verification of reference.

The County intends to award this contract in its entirety to the designated lowest bidder as the primary and to the designated second lowest bidder as the secondary bidder. While the award will be made to multiple bidders to assure availability, the primary bidder will be given the first opportunity to perform under this contract. If the primary bidder fails to perform, it may be terminated for default in accordance with paragraph 1.25 of the general terms and conditions of Miami-Dade County Procurement Contracts; the County shall have the option to seek the identified services from the secondary bidder.

**SECTION 2**  
**SPECIAL CONDITIONS**

**DOCUMENT SHREDDING SERVICES**

All bidders are required to submit with their bid submission all the specified information as proof of compliance with the minimum qualification requirements.

**2.4 PRICES**

The initial contract prices' resulting from this solicitation's awarded bidders shall prevail for a one (1) year period from the contract's initial effective date. Prior to or upon completion of that initial term, the County may consider an adjustment to price based on changes in the latest Consumer Price Index for Miami/Fort Lauderdale Area, Wage Earners & Clerical Workers, and All Items on an annual basis.

It is the bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any annual period, the bidder's request for adjustment should be submitted ninety (90) days prior to the expiration of the then current annual period. The bidder's adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the next annual period will be without pricing adjustment. Any adjustment request received after the commencement of a new annual period may not be considered.

The County reserves the right to negotiate lower pricing for each annual period based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for each annual period based on the downward movement of the applicable index.

The County reserves the right to reject any price adjustments submitted by the bidder.

**2.5 CONTACT PERSON**

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Lenny Sandoval, at (305) 375-3065 email - [ssandov@miamidade.gov](mailto:ssandov@miamidade.gov).

**2.6 CLEAN-UP**

The bidder shall remove all unusable materials and debris from the premises at the end of each workday, and dispose of in an appropriate manner. Upon final completion, the bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the associated user department's building manager/project manager.

**2.7 FACILITY ACCESS**

The bidder or the bidder's representative must sign the Facility/Security Log upon arrival and prior to leaving any facility identified in this solicitation to perform any and all work.

An authorized County representative shall provide access to each facility. Bidders are forbidden access to restricted areas within the facility unless specifically authorized by a County representative.

Bidder employees are not to be accompanied in the work area by acquaintances, family members, assistants, or any other person who is not authorized by a representative of the County.

**SECTION 2**  
**SPECIAL CONDITIONS**

**DOCUMENT SHREDDING SERVICES**

**2.8 MIAMI-DADE PUBLIC HOUSING & COMMUNITY DEVELOPMENT (PHCD) EXEMPTION TO CERTAIN CLAUSES**

The contract to be awarded under this solicitation will be accessed by the Public Housing & Community Development (PHCD). As a Federally-funded department, certain clauses within this solicitation do not apply to that Department's allocation:

Section 1 Paragraph 1.10 (Local Preference), Section 1 Paragraph 1.43 (Small Business Enterprises Measures), and Section 1 Paragraph 1.35 (County User Access Program – UAP).

**2.9 QUESTION DEADLINE**

Questions pertaining to this solicitation must be received no later than 2:00 P.M. July 05, 2013. Questions should specifically reference the section of the solicitation to which the question pertains.

**2.10 SERVICES AND FACILITIES MAY BE ADDED OR DELETED**

It is hereby agreed and understood that additional similar services may be added to this contract at the County's option. It is also agreed and understood that the County may add or delete facilities to this contract at the County's option. The primary bidder under this contract shall be invited to submit price quotes for these additional services and/or facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the primary contract bidder.

**The County may determine to obtain price quotes for the additional services from other bidders in the event that fair and reasonable pricing is not obtained from the primary contract bidder, or for other reasons at the County's discretion.**

**2.11 UNAUTHORIZED WORK**

Neither the bidder nor any of their employees shall perform any work other than the work that is defined herein. The County representative may permit specific exceptions to the provisions of this paragraph when such permission is given in writing.

Bidder shall not be paid for any work performed outside the scope of the contract or any work otherwise unauthorized.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**DOCUMENT SHREDDING SERVICES**

**3.1 SCOPE OF WORK**

The Bidder's pricing shall include all labor, material, equipment, and transportation necessary to perform all operations in connection with the collection, shredding, and removal of documents at various County sites in compliance with all Federal, State, and local laws, ordinances and regulations applicable to and governing the destruction of documents.

The bidder shall be responsible for the following:

- A. Furnish container(s) and/or box(es) requested by County staff for each respective location within fourteen (14) calendar days of notification.
- B. Bidder must provide a Certificate of Destruction.
- C. Bidder shall respond to on demand service calls within forty-eight (48) hours after receipt of notification.
- D. County staff must be capable of viewing destruction of all materials.
- E. Bidders must verify that the material will be recycled by a "Registered Recycler" with the State of Florida.
- F. Bidder must provide a monthly performance report by the sixth (6<sup>th</sup>) of each month, in the form of an excel spreadsheet which includes, but is not limited to, the following information for the previous month:
  - 1) Date of the report
  - 2) The appropriate contract number and title
  - 3) Each County facility picked up that month by name and address
  - 4) Number and size of containers picked up and shredded
  - 5) The name and address of the State of Florida registered recycler used to recycle the shredded paper &
  - 6) The weight listed on the weight tickets provided by the registered recycler in (5) above.

The report shall be submitted to the County's Project Manager and to:

RER-Environmental Resources Management  
Attn: Herb Balfour, Chair  
Resource Conservation Committee  
701 NW 1st Court, Suite 200  
Miami, Florida 33136

- G. Container(s) and/or box(es) shall be recovered within seven (7) calendar days upon removal of a site (see paragraph 2.10) or at the expiration of the contract. Containers not recovered within the allotted time may result in the bidder being charged a \$50.00 per day storage fee and will be considered abandoned by the bidder after seven (7) calendar days and will become County property.

**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**DOCUMENT SHREDDING SERVICES**

**3.2 SERVICE LOCATIONS**

Item#	Department	Office Site	Estimated Monthly Pick-Up Per Size				
			65 Gal	32 Gal	Record Box 10x12x15	Record Box 10x12x25	Record Box 10x12 5/16 x 10
1.1	Community Action and Human Services Department(CAHS)	CAHS- Admin Bldg. 11025 SW 84 St. Miami, FL 33173			240		
2.1	Clerk of Courts (COC)	Criminal Court Division 1351 NW 12th Street, Room 9000 Miami, FL 33125			4	50	
3.1	Finance Department (FIN)	Finance Department 140 West Flagler Street, 12th Floor Miami, FL 33130	8	8	2	2	2
4.1	Miami-Dade Fire Rescue Department (MDFR)	MDFRD Headquarters 9300 NW 41st Street Doral, FL 33178		52			
4.2	MDFR	Division 1 Office 2270 NE Miami Gardens Drive North Miami Beach, FL 33160		1			
4.3	MDFR	Division 2 Office 8825 NW 18th Terrace Doral, FL 33172		1			
4.4	MDFR	Division 3 Office 10850 SW 211th Street Cutler Bay, FL 33189		1			
4.5	MDFR	Division 4 Office 14150 SW 211th Street Cutler Bay, FL 33189		1			
4.6	MDFR	Inventory and Supply Warehouse 8010 NW 60 <sup>th</sup> Street Miami, FL 33166		1			
5.1	Information Technology Department (ITD)	ITD 5680 SW 87th Ave Miami, FL 33173		2			
6.1	Juvenile Services Department (JSD)	JSD 275 NW 2 <sup>nd</sup> Street Miami, FL 33128			43		
7.1	Office of Property Appraisal (PA)	PA- Steven P. Clark Center (SPCC) 111 NW 1 <sup>st</sup> Street # 710 Miami, FL 33128			165		
8.1	Miami-Dade Public Housing and Community Development (PHCD)	PHCD 701 NW 1 <sup>st</sup> Court, 14 <sup>th</sup> Floor Miami, FL 33136			286		



**SECTION 3**  
**TECHNICAL SPECIFICATIONS**

**DOCUMENT SHREDDING SERVICES**

Item#	Department	Office Site	Estimated Monthly Pick-Up Per Size				
			65 Gal	32 Gal	Record Box 10x12x15	Record Box 10x12x25	Record Box 10x12 5/16 x 10
9.1	The Port of Miami (POM)	Shed C 1155 Asia Way Miami, FL 33132			50		
9.2	POM	Pax Terminal F 1080 S. America Way Miami, FL 33132	3				
10.1	Miami-Dade Internal Services Department (ISD) Risk Management Division	SPCC 111 NW First Street, 23 <sup>rd</sup> Floor Miami, FL 33128	2				100
10.2	Miami-Dade Internal Services Department (ISD) Risk Management Division	ISD – Risk Management Storage 3501 NW 46 Street Miami, FL 33142					100
10.3	ISD – Facilities and Utilities Division (FUMD)	Office of Elevator Safety and Regulation 201 West Flagler Street Miami, FL 33130	2		10		
10.4	ISD - Human Resources	SPCC 111 NW First Street, 20 <sup>th</sup> & 21 <sup>st</sup> Floors Miami, FL 33128			2		
10.5	ISD – Human Resources	Metro-Dade Flagler Building 140 West Flagler Street, 10 <sup>th</sup> Floor Miami, FL 33130			48		

**SECTION 4**  
**BID SUBMITTAL FORM**

**Submit Bid To:**  
**CLERK OF THE BOARD**  
**Stephen P. Clark Center**  
**111 NW 1<sup>st</sup> Street**  
**17<sup>th</sup> Floor, Suite 202**  
**Miami, Florida 33128-1983**

**OPENING: 2:00 P.M.**  
**Wednesday**  
**July 17, 2013**



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,  
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued  
by: **LS**

ISD/PM

Date Issued:  
**6/28/2013**

This Bid Submittal Consists of  
Pages **7** through **13**

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**Title:**  
**Document Shredding Services**

<b>DO NOT WRITE IN THIS SPACE</b>	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: <b>910-27, 920-50, 962-27, 962-70, 966-45, 966-71</b>	
Procurement Contracting Officer: <b>Lenny Sandoval</b>	

FIRM NAME \_\_\_\_\_

**RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.**

**FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID  
NON-RESPONSIVE.**

**SECTION 4**  
**BID SUBMITTAL FOR:**

**FIRM NAME:** \_\_\_\_\_

**4.1 Checklist for Summarized Requirements**

Requirements for document shredding services at various county facilities:

<u>Paragraphs</u>	<u>Requirement</u>	<u>Initial if Requirement is Met</u>
2.3.A	Bidder must be able to shred a minimum volume of 200 boxes per day. A box is estimated to contain one cubic foot of records. The bidder shall submit, as proof thereof, an inventory that includes the make, model and shredding capacity of their equipment.	_____
2.3.B	Bidder shall maintain a fully equipped office with phone, facsimile, and provide an e-mail address of staff accessible Monday thru Friday, during working hours from 8:00 AM to 5:00 PM, to respond to the County's requests.	_____
2.3.C	Bidder shall provide the following information from at least three (3) references of commercial accounts or governmental agencies to which the bidder has successfully performed the same as or similar services indicated in section 3.1 for a minimum of one (1) year within the previous two (2) years:	_____
	1. Company Name 2. Address 3. Date and description of service performed 4. Customer contact person, title and phone number for verification of reference.	_____

**Failure to provide these documents may render the proposal non-responsive.**

**4.2 Office Information**

Submit the following information to respond to the County's requests during regular working hours: Monday thru Friday from 8:00 AM to 5:00 PM.

<u>Company Name:</u>	
<u>Office Location:</u>	
<u>Contact Person:</u>	<u>Title:</u>
<u>Phone Number</u>	<u>Fax Number</u>
<u>Email Address</u>	

**SECTION 4  
BID SUBMITTAL FOR:****FIRM NAME:** \_\_\_\_\_**4.3     References**

Bidder shall provide the following information from at least three (3) references of commercial accounts or governmental agencies to which the bidder has successfully performed the same as or similar services indicated in section 3.1 within the previous two (2) years:

**Reference 1:**

Company Name (Client): \_\_\_\_\_

Address: \_\_\_\_\_

Date and description of service: \_\_\_\_\_

Customer Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Title: \_\_\_\_\_

**Reference 2:**

Company Name (Client): \_\_\_\_\_

Address: \_\_\_\_\_

Date and description of service: \_\_\_\_\_

Customer Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Title: \_\_\_\_\_

**Reference 3:**

Company Name (Client): \_\_\_\_\_

Address: \_\_\_\_\_

Date and description of service: \_\_\_\_\_

Customer Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Title: \_\_\_\_\_

**SECTION 4  
BID SUBMITTAL FOR:**

**FIRM NAME:** \_\_\_\_\_

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**4.4     Price Proposal**

Prices For Document Shredding			
Item No.	Estimated Monthly Pick Ups	Description	Unit Price Per Pick Up
1	15	65 gallon container	\$
2	69	32 gallon container	\$
3	850	Record box size: 10 x 12 x 15	\$
4	52	Record box size: 10 x 12 x 25	\$
5	202	Record box size: 15 x 12 5/16 x 10	\$

SECTION 4  
BID SUBMITTAL FOR:  
DOCUMENT SHREDDING SERVICES

ACKNOWLEDGEMENT OF ADDENDA

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**INSTRUCTIONS:** COMPLETE PART I OR PART II, WHICHEVER APPLIES

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**PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION  
WITH THIS BID

Addendum #1, Dated \_\_\_\_\_

Addendum #2, Dated \_\_\_\_\_

Addendum #3, Dated \_\_\_\_\_

Addendum #4, Dated \_\_\_\_\_

Addendum #5, Dated \_\_\_\_\_

Addendum #6, Dated \_\_\_\_\_

Addendum #7, Dated \_\_\_\_\_

Addendum #8, Dated \_\_\_\_\_

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**PART II:**

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

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**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE OF OFFICER:** \_\_\_\_\_

**Bid Title:** Document Shredding Services

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon vendor registration. Failure to register as a vendor within the specified time may result in your firm not being considered for award.

Pursuant to Miami-Dade County Ordinance 94-34, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information at the time of bid or proposal submission.

☐ Place a check mark here **only** if bidder has such conviction to disclose.

By executing this proposal through a duly authorized representative, the proposer certifies that the proposer is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, as those terms are used and defined in sections 287.135 and 215.473 of the Florida Statutes. In the event that the proposer is unable to provide such certification but still seeks to be considered for award of this solicitation, the proposer shall execute the proposal through a duly authorized representative and shall also initial this space: \_\_\_\_\_. In such event, the proposer shall furnish together with its proposal a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 of the Florida Statutes. The proposer agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception would be applicable. The County shall have the right to terminate any contract resulting from this solicitation for default if the proposer is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**LOCAL PREFERENCE CERTIFICATION:** For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

☐ Place a check mark here **only** if affirming bidder meets requirements for Local Preference. Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for Local Preference.

**LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION:** For the purpose of this certification, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County, as defined in Section 1.10 of the General Terms and Conditions of this solicitation.

☐ Place a check mark here **only** if affirming bidder meets requirements for the Locally-Headquartered Preference (LHP). Failure to complete this certification at this time (by checking the box above) may render the vendor ineligible for the LHP. The address of the locally-headquartered office is \_\_\_\_\_.



**LOCAL CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE CERTIFICATION:** A Local Certified Service-Disabled Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a service-disabled veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

☐ Place a check mark here only if affirming bidder is a Local Certified Service-Disabled Veteran Business Enterprise. A copy of the certification must be submitted with this proposal.

**COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program**

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 1.35 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and shall not be binding on the bidder.

- A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

- B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ FEIN No. \_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Prompt Payment Terms: \_\_\_\_% \_\_\_\_ days net \_\_\_\_ days (Please see paragraph 1.2 H of General Terms and Conditions)

Signature: \_\_\_\_\_ (Signature of authorized agent)

**\*"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract."**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.





# **APPENDIX**

## **AFFIDAVITS** **FORMAL BIDS**



**Miami-Dade County**  
Internal Services Department  
Procurement Management Division  
**Affirmation of Vendor Affidavits**

In accordance with Ordinance 07-143 amending Section 2-8.1 of the Code of Miami-Dade County, effective June 1, 2008, vendors are required to complete a new Vendor Registration Package, including a Uniform Affidavit Packet (Vendor Affidavits Form), before being awarded a new contract. The undersigned affirms that the Vendor Affidavits Form submitted with the Vendor Registration Package is current, complete and accurate for each affidavit listed below.

**Contract No. :** \_\_\_\_\_ **Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

**Affidavits and Legislation/ Governing Body**

1. <b>Miami-Dade County Ownership Disclosure</b> Sec. 2-8.1 of the County Code	6. <b>Miami-Dade County Vendor Obligation to County</b> Section 2-8.1 of the County Code
2. <b>Miami-Dade County Employment Disclosure</b> County Ordinance No. 90-133, amending Section 2-8-1(d)(2) of the County Code	7. <b>Miami-Dade County Code of Business Ethics</b> Article 1, Section 2-8.1(i) and 2-11(b)(1) of the County Code through (6) and (9) of the County Code and County Ordinance No 00-1 amending Section 2-11.1(c) of the County Code
3. <b>Miami-Dade County Employment Drug-free Workplace Certification</b> Section 2-8.1.2(b) of the County Code	8. <b>Miami-Dade County Family Leave</b> Article V of Chapter 11 of the County Code
4. <b>Miami-Dade County Disability Non-Discrimination</b> Article 1, Section 2-8.1.5 Resolution R182-00 amending R-385-95	9. <b>Miami-Dade County Living Wage</b> Section 2-8.9 of the County Code
5. <b>Miami-Dade County Debarment Disclosure</b> Section 10.38 of the County Code	10. <b>Miami-Dade County Domestic Leave and Reporting</b> Article 8, Section 11A-60 11A-67 of the County Code

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Title of Affiant

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Firm

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Notary Public Information**

Notary Public – State of \_\_\_\_\_ County of \_\_\_\_\_

**Subscribed and sworn to** (or affirmed) before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_.

by \_\_\_\_\_ He or she is personally known to me ☐ or has produced identification ☐

Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Print or Stamp of Notary Public

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Notary Public Seal

# FAIR SUBCONTRACTING PRACTICES

## (Ordinance 97-35)

**In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15**

[illegible]

☐ NO SUBCONTRACTORS WILL BE UTILIZED FOR THIS CONTRACT

Signature

Date \_\_\_\_\_

Name of Proposer  
FEIN

In accordance with Ordinance No. 11-90, an entity contracting with the County shall report the race, gender and ethnic origin of the owners and employees of all first tier subcontractors/suppliers. In the event that the recommended Proposer demonstrates to the County prior to award that the race, gender, and ethnic information is not reasonably available at that time, the Proposer shall be obligated to exercise diligent efforts to obtain that information and provide the same to the County not later than ten (10) days after it becomes available and, in any event, prior to final payment under the contract.

**(Please duplicate this form if additional space is needed.)**

Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Principal Owner (Enter the number of male and female owners by race/ethnicity)		Employee(s) (Enter the number of male and female employees and the number of employees by race/ethnicity)	
Business Name and Address of First Tier Subcontractor/ Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/ Subconsultant	Gender	Race/Ethnicity	Gender	Race/Ethnicity
				White Black Hispanic Asian/Pacific Islander Native American/ Native Alaskan Other	M F	White Black Hispanic Asian/Pacific Islander Native American/ Native Alaskan Other
Business Name and Address of First Tier Direct Supplier	Principal Owner	Supplies/Materials/ Services to be Provided by Supplier	Gender	Race/Ethnicity	Gender	Race/Ethnicity
			M F	White Black Hispanic Asian/Pacific Islander Native American/ Native Alaskan Other	M F	White Black Hispanic Asian/Pacific Islander Native American/ Native Alaskan Other

☐ Mark here if race, gender and ethnicity information is not available and will be provided at a later date. This data may be submitted to contracting department or on-line to the Small Business Development of the Department of Regulatory and Economic Resources at <http://www.miamidade.gov/business/business-development-contracts.asp>. As a condition of final payment, Proposer shall provide subcontractor information on the Subcontractor Payment Report Sub 200 form which can be found at <http://www.miamidade.gov/business/library/forms/subcontractors-payment.pdf>.  
I certify that the representations contained in this Subcontractor/Supplier listing are to the best of my knowledge true and accurate.